



STANDARDS OF APPRENTICESHIP

adopted by

SPOKANE HOME BUILDERS ASSOCIATION, INC., APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
RESIDENTIAL CARPENTER		860.381-026	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Initial Approval

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Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

These Standards, as approved by the Washington State Apprenticeship and Training Council are made a part of the Apprenticeship Agreement applying hereto. The signing of the Agreement, therefore, binds the parties to compliance with the Standards in accordance with the provisions of the State Apprenticeship Act.

These Standards have been developed by the Spokane Home Builders Association, Inc., assisted by the Washington State Apprenticeship and Training Council Representative, to develop skill, knowledge, and craftsmanship in the apprentices; to establish and maintain high standards of practice and workmanship in carpentry to promote uniformity of practice; and to provide the comprehensive and varied training in all facets of the craft over the period of apprenticeship.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

Adams, Ferry, Grant, Lincoln, Pend Orielle, Spokane, Stevens, and Whitman Counties as served by the Spokane Home Builders Association, Inc.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Be at least 18 years old**

Education: **Possess High School or College Diploma or G.E.D. (provide copies)**

Physical: **Be physically able to perform the work of the trade**

Testing: **None**

Other: **Possess a valid Drivers License**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

1. The Spokane Home Builders Association, Inc. Apprenticeship Committee recruits and registers apprentices based on the needs of the industry as determined by the Apprenticeship Committee.
2. Applications will be available on a year round basis to interested individuals at:

Spokane Home Builders Association, Inc.
Apprenticeship Office
5813 E. 4th Avenue, Suite 201
Spokane, WA 99212
9 a.m. - 4 p.m., Monday through Friday
(509) 532-4990
3. The application is to be completed and returned to the Apprenticeship Office within 30 days, together with required documentation. No action will be taken on applications that are not completed within 30 days.
4. Applicants shall provide a copy of their Social Security card, High School Diploma or College Diploma or G.E.D., and valid Drivers License as part of the completed application.
5. All applicants submitting a completed application and required documentation shall be notified, by letter within 30 days of receiving completed application, of their opportunity to enter into the apprenticeship program by the Training Director.
6. An individual, who has received notification of apprenticeship opportunities, has 30 days to deny, accept or request to remain within the eligibility pool. If the applicant fails to respond within 30 days of notification, the individual will be removed from the eligibility pool.
7. Applicants submitting a completed application shall remain active within the eligibility pool for a period of two years from the date of application, unless removed at any earlier date by their own request or by failing to respond to the committee when notified of selection opportunity.
8. **EXCEPTIONS:**
 - a. Successful graduates completing a trade specific Job Corps program or a Committee approved College Carpentry Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.
 - b. Graduates of pre-apprenticeship programs that have an articulation agreement with this Apprenticeship Committee may be offered direct

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

entry based on industry needs, provided that such graduates meet the minimum requirements of this program.

- c. **Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.**
- d. **Spokane Home Builders Association, Inc. Apprenticeship Committee agrees to admit into apprenticeship an employee of an employer, not qualifying as a Journey level person, when the employer becomes a member, or is a member, of the Spokane Home Builders Association or one of its local chapters without regard of race, color, religion, national origin, or sex. Such individuals shall be evaluated by the Apprenticeship Committee, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet minimum qualifications.**

B. Equal Employment Opportunity Plan:

- 1. **Participate in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of current apprenticeship opportunities therein. (WAC 296-05-413(3)(b))**
- 2. **The granting of advance standing or credit on the basis of previously acquired experience, training skills or aptitude shall be applied equally for all applicants. (WAC 296-05-413(3)(h))**
- 3. **To encourage preparatory trade training or other programs designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program. (WAC 296-05-413(3)(g))**
- 4. **Engage in any other such action as stated above to ensure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. (WAC 296-05-413(3)(i))**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be determined by the progress of the apprentice. It shall consist of reasonably continuous employment. The basic and general time frame for the completion of the term of apprenticeship shall be four (4) years or 8000 hours of on-the-job training. The Apprenticeship Committee may accelerate, through the re-evaluation process, the advancement of apprentices who show ability and mastery of the trade to the level for which they are qualified. The Apprenticeship Committee may extend or shorten the period of training through evaluation of performance of the apprentice.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not to exceed the first 500 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

A ratio of apprentices to journey-level workers for the area to be served shall be no less than one (1) apprentice to one (1) journey-level worker per job site.

In no case will there be more apprentices employed and trained than can be properly utilized in the labor market in their respective crafts.

- A. Apprentices shall be paid on a percentage progressive basis of the determined journey-level worker wage rate. In no case will the beginning wage be less than that established by the Fair Labor Standards Act of 1938, as amended (commonly referred to as the Wage-Hour Law).**
- B. Progress in both on-the-job and related training will be reviewed by the Apprenticeship Committee before the apprentice is advanced or denied advancement to a higher wage rate.**
- C. The recommended minimum wage scale in this craft for apprentices is as follows in Section VII of these Standards.**

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1st period	0000 - 1000 hours	60%
2nd period	1001 - 2000 hours	65%

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

3rd period	2001 - 3000 hours	70%
4th period	3001 - 4000 hours	75%
5th period	4001 - 5000 hours	80%
6th period	5001 - 6000 hours	85%
7th period	6001 - 7000 hours	90%
8th period	7001 - 8000 hours	95%

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

The processes in which the apprentice shall be trained are as shown in the work processes schedule.

The apprentice shall also perform other duties in the shop and on the job as are commonly related to such apprenticeship.

A. <u>Residential Carpenter:</u>	<u>Approximate Hours</u>
1. <u>Form Building:</u>	
a. Build and place straight and irregular concrete forms	200
b. Build and place concrete forms for stairways, floors	200
2. <u>Rough Framing:</u>	
a. Floor.....	500
b. Wall.....	500
c. Roof.....	500
d. Stairs	500
3. <u>Outside Finishing:</u>	
a. Application of cornice and wall trim	300
b. Set door and window frames.....	300
c. Application of trim materials.....	300
d. Roof covering.....	300
4. <u>Inside Finishing:</u>	
a. Application of door and window trim.....	300
b. Fit and sand doors and windows	300
c. Application of baseboards and moldings.....	300
d. Construction and setting cases, closets and stairwork	300
e. Flooring.....	300
5. <u>Hardware Fitting:</u>	
Application of hardware fittings to exterior and interior of buildings, doors, and windows.....	300
6. <u>Layout:</u>	

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

a.	Batter boards.....	300
b.	Partitions.....	300
c.	Doors and windows	300
d.	Box-out in concrete walls.....	300
e.	Roof	300
7.	Care and safe use of tools and woodworking machinery, including: Cross cut and rip circular saws, stapler, explosive devices, etc.....	500
8.	Miscellaneous.....	600
TOTAL HOURS:		8000

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5)): This Apprenticeship Committee requires apprentices to attend 144 hours of RSI per school year.

Additional Information:

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

All Apprentices are required to attend related supplemental instruction as scheduled. No apprentices shall be absent from class without prior authorization from this office. In circumstances of a critical nature, all missed time must be made up within thirty (30) days of the original class date.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Apprentice:

- a. It shall be the apprentice's responsibility to notify the Spokane Home Builders Associations' Apprenticeship Committee's Training Director of any change of address and/or phone number on file for contact purposes.**
- b. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Director's office, no later than the 10th day of the following month, after they have been signed by the employer or an appropriate journey level representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d)**

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

months and year of report, (e) hourly wage, as well as hours of work performed.

- c. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on the job.
- d. Apprentices must have reliable/adequate transportation to and from the job site as well as Related Supplemental Instruction training classes.
- e. An apprentice who shows advanced proficiency on-the-job due to training received prior to entrance into the apprenticeship program may be eligible for re-evaluation after serving his/her probationary period. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation. Adequate documentation will include both a letter of recommendation from the instructor as well as current employer. It shall be the responsibility of the apprentice to prove past experience or training.
- f. Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been reclassified as a journey-level worker.
- g. No apprentice shall act as a foreman, contractor, or employer.
- h. Extended periods of unemployment will be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained.
- i. There will be no discrimination in apprenticeship employment during apprenticeship including, but not limited to, job assignment, promotion, layoff, termination, rates of pay, or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirement.
- j. All apprentices must procure prescribed tools as advancements occur.
- k. Periodic Examinations: Manipulative and related supplemental training examinations, together with on-the-job evaluations, shall be administered to each apprentice, and the apprentice must pass satisfactorily all such examinations and evaluations to advance.

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

- l. The apprentice shall satisfactorily complete a final examination in both practical and related subjects before completion of apprenticeship.**
- m. Misconduct or failure of the apprentice to make proper progress on the job and/or related supplemental instruction shall be sufficient cause for cancellation of their Agreement by the Apprenticeship Committee in accordance with WAC 296.05.009 and WAC 296.05.316(21).**

2. Employers (Training Agents):

- a. All apprentices shall be released from "on-the-job" commitments to attend scheduled related supplemental instruction.**
- b. The employer shall be included in the evaluation process through job site evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.**
- c. The employer agrees to comply with the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, CFR Parts 29 and 30.**
- d. The employer understands that participation is voluntary and a privilege and the failure to adhere to the requirements for apprenticeship could cancel the employer's agreement and ability to participate in the apprenticeship program.**

3. Committee:

- a. A local Apprenticeship Committee shall be established whose responsibility shall be to administer the apprenticeship program in accordance with the terms and conditions provided for in these Standards.**
- b. The employer representatives shall be selected from the membership at large by the Spokane Home Builders Association, Inc.'s current President of the Association, and shall be a builder by trade.**
- c. The employee representatives shall be selected by a vote of employees actively employed in the home building construction trade, and who are carpenters by trade. Upon opening of a position on the Apprenticeship Committee for an employee representative, notification shall be posted on home building job-sites outlining the**

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

duties of this responsibility, and the qualified carpenters (actively employed in the home building trade for nine (9) of the previous twelve (12) months) shall cast their votes directly to the Spokane Home Builders Association, Inc. office, where they will be tallied and selection will be made strictly based on the highest number of votes tallied. All records shall be retained by the Apprenticeship Committee.

- d. The Apprenticeship Committee shall elect a Committee member as Chairman and a Committee member as Secretary from opposite interest groups.
- e. The Apprenticeship Committee shall meet when deemed necessary by the Chairman. The Apprenticeship Committee shall meet a minimum of four (4) times during one (1) calendar year. Minutes of meetings shall be prepared with copies to each member of the Apprenticeship Committee, the local representative of the State Apprenticeship and Training Council, and file. All Committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.
- f. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.
- g. Extended periods of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.
- h. A master record of the apprentice's work experience and related instruction shall be kept by the Apprenticeship Committee. This information is to be furnished by the employer, the apprentice and the school authorities. The record cards and all dates pertaining to the apprenticeship shall be the property of the Apprenticeship Committee.
- i. A majority vote of the Apprenticeship Committee shall be final in all matters pertaining to training not in conflict with state and federal law or regulations.

4. Instructor:

Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be turned into the Apprenticeship Office for disposition.

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

5. Disciplinary Procedures:

- a. **Disciplinary action stemming from an apprentice failing to abide by the obligation stated in these Standards may include suspension or cancellation or their Apprenticeship Agreement.**
- b. **Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship agreement.**
- c. **Failure to show regular attendance at related training classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the training program. Appearing late or leaving early, as reported by the training facility, is an absence.**
- d. **An apprentice may be discharged from a contractor's employ for unsatisfactory work, improper conduct, indifference to the rules and regulations, or insubordination. Apprentices shall be informed of their work and related training obligations as stated in these Standards. The Committee shall notify the apprentices of any violations of the obligation and shall summon the apprentice to appear before the Committee for review. Should circumstances warrant, the Committee may terminate the apprentice's agreement in conformance with WAC 296-05-009.**
- e. **All apprentices must observe WISHA and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited before the Apprenticeship Committee and could be canceled from the program.**
- f. **Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must immediately remove themselves from the building and surrounding property.**
- g. **Prescription or non-prescription medications are not prohibited when taken in accordance with a lawful prescription or consistent with standard dosage recommendations.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

- Corrections
- 2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
- 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
- 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
- 6. Hear and adjust all complaints of violations of apprenticeship agreements.
- 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Apprenticeship Committee shall be composed of at least 8 members; four (4) employers and four (4) representatives of employees.

Quorum: A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of fifty (50) percent plus one (1) of the committee members.

Program type administered by the committee: **GROUP NON-JOINT**

The employer representatives shall be:

Tom Thosath, Chairman
2915 West Smythe
Spokane, WA 99224

Ron Thomsen
4022 E. 15th Avenue
Spokane, WA 99223

Jim Cole
PO Box 4515
Spokane, WA 99202

Bryan Thompson
5813 East 4th Avenue
Spokane, WA 99212

SPOKANE HOME BUILDERS ASSOCIATION, INC.,
APPRENTICESHIP COMMITTEE

The employee representatives shall be:

Kent E. Holbrook, Secretary
2316 E. 61st
Spokane, WA 99223

Wes Weaver
5020 N. Cochran
Spokane, WA 99205

Corey Fitch
4911 N. Florida Road, Space #62
Spokane, WA 99217

Bill Randall
128 West 31st Avenue
Spokane, WA 99203

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Kim Waseca
3718 E. 30th Avenue
Spokane, WA 99223
(509) 533-5955